



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Vacancy Announcement

2015-01 (Revised)

Position Title: Judicial Assistant

Salary Range: JSP 8- JSP 11 (\$43,823 - \$76,131)* (Based on experience and qualifications)

Position Location: Shreveport, LA

Opening Date: January 8, 2015

Closing Date: January 22, 2015

**Qualification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan for the U. S. Courts. This position is promotion eligible without further competition.*

The United States Bankruptcy Court for the Western District of Louisiana is seeking a qualified individual to serve as a Judicial Assistant to a Federal Bankruptcy Judge. This position is located in the Judge's Chambers in Shreveport, Louisiana. This is a full-time position and eligible for benefits.

Description:

This position requires thorough administrative skills and familiarity with legal terminology. The general duties include serving in the capacity of office manager, proficiency in Windows, Word, Wordperfect, Adobe Acrobat, and Lotus Notes or a similar e-mail system, preparing various reports, maintaining confidential records, maintaining a judicial calendar and performing the daily tasks associated with supporting the activities of a federal judge. Applicant's ability to develop knowledge of the Case Management/Electronic Case Filing system is mandatory. Applicant must have the ability to interact with the public, press, government agencies, outside contractors, and court personnel both on the phone and in person. Must be flexible in time management, able to work independently on projects and meet deadlines. The individual appointed to this position will be responsible for preparing legal documents and correspondence using Word, proofreading and editing documents and reports, receiving and directing telephone calls, and maintaining case files, assist in the scheduling and planning of meetings, etc., and processing mail as needed.

Minimum Requirement for the Position:

JSP 8: Applicants must have a total of five (5) years of experience, three (3) years of specialized work experience and two (2) years of general work experience.

JSP 9: Applicants must have a total of six (6) years of experience, four (4) years of specialized work experience and two (2) years of general work experience.

JSP 10: Applicants must have a total of seven (7) years of experience; five (5) years must be specialized experience and two (2) years of general work experience.

JSP 11: Applicants must have a total of eight (8) years of experience, of which six (6) years must be specialized experience and two (2) years of general experience.

General Experience: Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such a filing, telephone usage, and typing. Knowledge of computers and ability to use a wide range of programs.

Specialized Experience: Progressively responsible secretarial/administrative experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Educational Substitutions:

(a) Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

(b) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

(c) Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate will be subject to a background investigation, which will include criminal history and FBI fingerprinting. Appointment will be provisional, contingent upon the results of the background check.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct. Court employees are under "Excepted Appointments" and are considered "at will". Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to basically the same benefits as other federal government employees. All court employees are required to adhere to a Code of Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Benefits:

The United States Bankruptcy Court offers a generous benefits package:

Annual Leave

Sick Leave

Ten (10) Paid Holidays

Health Benefits

Life Insurance

Retirement

Thrift Savings Plan

Long Term Care Options

Flexible Spending Plans for Health Care & Dependent Care Reimbursement

Application Procedures and Information:

To apply for this position, qualified persons should complete a cover letter, an Application for Judicial Branch Federal Employment (AO 78), and a detailed resume, along with (3) professional references. The application is available at: www.lawb.uscourts.gov. Submit the completed application package to the address provided below or email the application packet via pdf format with the subject line **"HR Confidential" 2015-01** to:

joann_walker@lawb.uscourts.gov. All application packets must be received on or before January 22, 2015.

U.S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources "Confidential" 2015-01
300 Fannin St., Suite 2201
Shreveport, LA 71101

Only candidates selected for an interview will be contacted.

Candidates selected for interviews must travel at their own expense.

The court reserves the right to modify the conditions of this job announcement.

Equal Opportunity Employer